UNITED
NATIONS

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Secretariat

ST/IC/1990/20
2 March 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1990 COMPETITIVE EXAMINATION FOR ENGLISH VERBATIM REPORTERS

1. A competitive examination for English verbatim reporters will be held on 19 June 1990 in New York, Geneva, London and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for English verbatim reporters will be filled. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur in the English Verbatim Reporting Unit, Interpretation and Meetings Division, Department of Conference Services, of the United Nations Secretariat in New York. Verbatim reporters are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP) or special missions are considered outside candidates for the purpose of this examination. The assignment of staff members who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 11 and 12 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language; 1/

(b) Have a perfect command of English and an excellent knowledge of French or Spanish. Knowledge of an additional official language is highly desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official

best copy available

languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies of such documentation, not originals;

(c) Hold a degree from a university or institution of equivalent status at which English is the language of instruction;

(d) Have three years of experience in verbatim reporting. The Board will also consider candidates who have three years of professional experience in journalism, translation, editing or a related field. For the purposes of this examination, proof-reading and transcription will be considered related fields;

(e) Have a typing speed of at least 30 words per minute. Candidates should also be able to operate a dictaphone and, while listening intermittently, to type out the text of a recorded speech using a dictaphone. Candidates' typing speed should be indicated in paragraph F of the attached form.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status at which English is the language of instruction may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 19 June 1990.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their applications. THE BOARD'S DECISIONS ARE FINAL.

6. The first component of the examination will consist of:

(a) Editing of and making the necessary logical and stylistic corrections to an original English text (2 hours).

(b) Editing of a text in English to bring it into conformity with the original French or Spanish version which will be made available to the candidates (2 hours). Candidates will be requested to indicate their choice of either French or Spanish in paragraph F of the attached application form.

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the first component of the examination, the Board of Examiners will invite selected candidates to the second component, to take place 12 to 14 weeks after the first component of the examination. The second component will consist in typing out from a dictaphone recording, an original 10-minute taped speech delivered in English (1 hour). No changes are to be introduced in the text.

9. Candidates invited to the second component of the examination will also be interviewed. The purpose of the interview is to assess general culture, professional experience, knowledge of the United Nations, willingness to serve at any duty station, adaptability to the prevailing conditions of service in the Verbatim Reporting Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations ARE NOT subject to appeal. The Board DOES NOT release individual scores.

11. Staff members selected to fill vacancies will be assigned as English verbatim reporters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their verbatim reporting functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. After an initial period of training, verbatim reporters are expected to work on word-processing or similar data-entry equipment.

14. Staff members from Headquarters applying for the examination should complete the attached form and submit it to the following office NOT LATER THAN 19 April 1990:

Competitive Examination for English Verbatim Reporters
Recruitment and Placement Division (RPD)
Room S-2535 G
United Nations Secretariat
New York, N.Y. 10017

/...

15. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their application to RPD through the Chief Administrative Officer or Director of the United Nations information centre of their respective duty stations before 19 April 1990, the deadline for receipt of applications at RPD.

16. Staff members working at the United Nations Office at Geneva should address their applications to:

Competitive Examination for English Verbatim Reporters
Secretariat Recruitment Section
Office 266
United Nations Office at Geneva
CH-1211 Geneva-10
Switzerland

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to edit. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

READEX FICHE

APPLICATION

COMPETITIVE EXAMINATION FOR ENGLISH VERBATIM REPORTERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office: 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)? _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (Name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution / Place and country	Language of instruction	Attended from/to month/year month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications:

Name of institution / Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equiv. 6/	Main field of study

E. Describe work experience (giving dates and length of time) in journalism, translation, editing, transcription, proof-reading or related fields.

_____

_____

_____

_____

F. Please (a) indicate your typing speed _____;
(b) indicate your choice of languages for second component of the examination (see para. 6 (b) of ST/IC/1990/20) _____.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1990/20 and I understand that if I am successful in the competitive examination for English verbatim reporters and recommended for inclusion in the roster, my assignment as an English verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 11 and 12 of that circular.

Date: _____ Signature: _____

/...

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which principal language of instruction is English. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS IN RPD. In this connection, staff members are informed that extensions for receipt of applications in RPD will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action (P.5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DIESA, OGS, CSTD, ECE, UNCTAD, UNOG, UNOV or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to edit. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of this circular.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
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Secretariat

ST/IC/1990/21
15 March 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: LANGUAGE PROFICIENCY EXAMINATIONS

1. Language proficiency examinations in Arabic, Chinese, English, French, Russian and Spanish will be held on 22 and 23 May 1990. The conditions for eligibility and other details are contained in information circular ST/IC/89/68 of 13 November 1989.

2. Those wishing to take the examination in May 1990 must submit a P.46 application form to the Language Training Programme of the Training Service (room S-606, ext. 3.7021). A separate application must be submitted for each language examination requested. Staff members may register in room S-606 between 1 and 3 p.m. from 26 April to 16 May 1990.

3. The language proficiency examination consists of a written test and an oral interview. The examination schedule for the written part of the May 1990 session is as follows:

22 May 1990

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

23 May 1990

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the examination periods in order to allow time for check-in procedures.

4. The oral examination will be conducted on an individual basis and will consist of a 15-minute interview. Candidates will be given interview appointments at the time of their registration.

5. The location of the room in which each examination will be held will be posted on the fourth, fifth and sixth floor bulletin boards and on those in the DC-1, DC-2 and UNICEF House buildings. Candidates should check these bulletin boards during the week before the examinations, as the Training Service cannot send out individual notices announcing where the written examinations will take place.

6. Copies of sample examination questions can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by mid-July 1990. No results will be available prior to official notice.

UNITED
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Secretariat

ST/IC/1990/22
2 April 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1990 COMPETITIVE EXAMINATION FOR FRENCH TRANSLATORS/PRECIS-WRITERS

1. A competitive examination for the recruitment of French translators/précis-writers will be held on 31 July and 1 August 1990 in New York, Geneva, Paris and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for French translators/précis-writers will be filled. Although staff members who are successful in this examination and are selected for inclusion in the roster may be assigned initially to a duty station in Africa, Asia, Europe or Latin America, they will normally be assigned to fill vacancies as they occur in the French Service, Translation Division, Department of Conference Services, in New York. Since assignments are subject to rotation, translators/précis-writers may thereafter be called upon to serve at other duty stations in Africa, Asia, Europe or Latin America, according to the needs of the Organization. Translators/précis-writers are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to staff members of the Secretariat at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP) or special missions are considered outside candidates for the purpose of this examination. The assignment of staff members who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language; 1/

(b) Have a perfect command of French and an excellent knowledge of English and of Arabic, Russian or Spanish; knowledge of Chinese and of non-official languages and previous translation experience would be considered an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application a photocopy (not the original) of either a diploma or a certificate attesting to their knowledge of the languages claimed or a brief explanation of how they acquired knowledge of those languages;

(c) Hold a diploma or an equivalent qualification from an institution of higher education at which French is the language of instruction.

4. The requirement for a degree or an equivalent qualification referred to in paragraph 3 (c) may be waived for staff members who had at least five years of continuous service with the Secretariat by 31 December 1989 and who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from an institution at which the language of instruction is French.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of the following four papers:

(a) Translation into French of a general text in English (3 hours);

(b) Summary in French of a speech in English (2 hours);

(c) Translation into French of two English texts to be chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (3 hours);

(d) Translation into French of two texts to be chosen by the candidate from a total of eight texts (four general and four specialized texts in Arabic, Chinese, Russian and Spanish). The candidate may choose to translate two texts from the same language (2 hours).

7. <u>The use of dictionaries or any other reference material is NOT permitted during the examination</u>.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview which will normally take place 10 to 12 weeks after the written examination. The interview will consist in part of an oral translation which the candidate will be asked to do after

30 minutes' preparation. The Board will then interview each candidate to assess general culture, professional experience, knowledge of the United Nations, willingness to serve at any duty station and ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume they will be offered an assignment as a translator/précis-writer.

9. On the basis of the overall results of the examination, the Board of Examiners will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

10. Staff members selected to fill vacancies in the French Service will be assigned to that Service for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions as translators/précis-writers at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

12. French translators/précis-writers are called upon to translate into French from English and from the other official languages of the United Nations (Arabic, Chinese, Russian and Spanish) and occasionally from various other languages. They are also required to attend meetings of United Nations bodies and draft French summary records of the proceedings. Précis-writing represents a very important part of the work of French translators/précis-writers.

13. Upon completion of a training period, translators/précis-writers may be required to work on word-processing or similar data-entry equipment.

14. Staff members at Headquarters applying for the examination should complete the attached form and submit it, NOT LATER THAN 31 MAY 1990, to:

Competitive Examination for French
Translators/Précis-writers
Recruitment and Placement Division
Room S-2535M
United Nations Secretariat
New York, N.Y. 10017

15. In order to ensure that applications submitted by staff members from offices away from Headquarters are received in time, these staff members are requested to

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return the attached form to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations before 31 May 1990, the deadline for receipt of applications.

16. Staff members working at the United Nations Office at Geneva should address their applications to:

Competitive Examination for French
Translators/Précis-writers
Secretariat Recruitment Section
Room 266
United Nations Office at Geneva
CH-1211 Geneva-10
Switzerland

17. Staff members may obtain copies of model examination papers from the Examinations and Tests Section, room S-2575, United Nations Secretariat, New York, N.Y. 10017. Staff members working at the United Nations Office at Geneva may obtain copies of model examination papers from the Training and Examinations Section, room 4, Le Bocage.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claim to French as their main language must be supported by relevant documentation in their official status files.

APPLICATION

COMPETITIVE EXAMINATION FOR FRENCH TRANSLATORS/PRECIS-WRITERS 1/

INDEX NO. 2/ |_|_|_|_|_|_|

LAST NAME |_|_|_|_|_|_|_|_|_|_|_|_|_|_|

FIRST NAME |_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Category |_|_| Level |_|_|

Sex: Male |_| Female |_|

Date of entry on duty: Month |_|_| Year 19 |_|_|

Type of contract: _____ Expiration date: _____

Department/office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes |_| in 19 |_|_| No |_|

Have you taken another United Nations competitive examination? Yes |_| in 19 |_|_| No |_|

(If yes, which examination(s)): _____

What is your main language? 4/ |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

A. Knowledge of other languages 5/

1. Courses taken:

Language	United Nations language programme (indicate highest level and date)	Other institution (name and location)

2. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

B. Diploma(s) from an institution of higher education or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Diploma (give exact name and title in original language; do not translate or equate)	Main field of study

C. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equivalent 6/	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1990/22 and I understand that, if I am successful in the competitive examination for French translators/précis-writers and recommended for inclusion in the roster, my assignment as a French translator/précis-writer will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____

Signature: _____

/...

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which French is the language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS IN the Recruitment and Placement Division. Extensions for receipt of applications will NOT be granted.

2/ Appears normally on your monthly salary statement and Personnel Action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ E.g., DIESA, OGS, CSTD, ECE, UNCTAD, UNOG, UNOV.

4/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims or an explanation of how they acquired knowledge of the languages claimed, in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1990/22.

6/ Give exact name and title of each diploma or certificate in the original language. Do not translate or equate.

UNITED
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Secretariat

ST/IC/1990/23
4 April 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1990 COMPETITIVE EXAMINATION FOR CHINESE TRANSLATORS

1. A competitive examination for Chinese translators will be held on 4 and 5 June 1990 in Beijing, Geneva, New York and other locations according to the number of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Chinese translators will be filled. Staff members who are successful in this examination and are selected for inclusion in the roster will normally be assigned initially to fill vacancies as they occur in the Chinese Translation Service, Translation Division, Department of Conference Services of the United Nations Secretariat in New York. Translators are subject to rotation and, thereafter, will be called upon to serve at other duty stations in Africa, Asia and Europe, according to the needs of the Organization. In some exceptional cases, they may be assigned initially to those duty stations. Translators are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. Chinese translators are called upon to translate into Chinese mainly from English or French and also from the other official languages of the United Nations.

3. Translators may be expected to work on word-processing or similar data-entry equipment during the course of their service as translators.

4. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to the United Nations Environment Programme (UNEP) or special missions are considered outside candidates for the purpose of this examination. The assignment of staff members who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 13 and 14 below.

5. Staff members applying for the examination must:

(a) Have Chinese as their main language; 1/

(b) Have a perfect command of Chinese and an excellent knowledge of either English or French and of at least one of the other official languages of the United Nations. A very good knowledge of another official language is highly desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations language training programme in the languages claimed must have passed the United Nations language proficiency examination in those languages. Candidates who have not pursued the United Nations language courses in the languages claimed must substantiate their claims of knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies of such documentation, not originals;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Chinese is the language of instruction.

6. The requirement for a university degree or its equivalent from a university or institution of equivalent status at which Chinese is the language of instruction may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the language of instruction is Chinese in addition to five years' continuous service with the United Nations Secretariat by 31 December 1989.

7. The Board of Examiners may limit the number of times a candidate is invited to sit for an examination.

8. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

9. The written examination will consist of four parts:

<u>For candidates with English as a first passive language after Chinese</u>

I. Translation into Chinese of a general text in English (3 hours);

II. Summary in Chinese of a text in English (2 hours);

III. Translation into Chinese of TWO English texts chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (3 hours);

IV. Translation into Chinese of TWO texts chosen by the candidate from a total of eight texts (four general and four specialized) offered in Arabic, French, Russian and Spanish (2 hours);

For candidates with French as a first passive language after Chinese

I. Translation into Chinese of a general text in French (3 hours);

II. Summary in Chinese of a text in French (2 hours);

III. Translation into Chinese of TWO French texts chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (3 hours);

IV. Translation into Chinese of TWO texts chosen by the candidate from a total of eight texts (four general and four specialized) offered in Arabic, English, Russian and Spanish (2 hours).

10. The use of a dictionary or any other reference material is NOT permitted during the examination.

11. Based on the results obtained in the written examination, the Board will invite selected candidates for an interview which, for centres other than Beijing, will normally take place 10 to 12 weeks after the written examination. The interview will consist in part of an oral translation which the candidate will be asked to do after 30 minutes' preparation and in part of an assessment of general culture, professional experience, knowledge of the United Nations, personality, ability to work as a member of a team and, in particular, willingness to serve at any duty station. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

12. Based on the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

13. Staff members at the P-1 level or below selected to fill vacancies will normally be assigned initially to the Chinese Translation Service in New York with a special post allowance at the P-2 level for a trial period of two years. Staff members who are already at the P-2 level will be assigned at that level. Staff members at the P-3 level will be assigned at the P-3 level.

14. Staff members with a special post allowance at the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

/...

15. Staff members from Headquarters applying for the examination should complete the attached form and submit it to the following office NOT LATER THAN 11 May 1990:

Competitive Examination for Chinese Translators
Recruitment and Placement Division (RPD)
Room S-2535M
United Nations Secretariat
New York, N.Y. 10017

16. Staff members working at the United Nations Office at Geneva should address their applications to:

Competitive Examination for Chinese Translators
Secretariat Recruitment Service
Room 266
United Nations Office at Geneva
CH-1211 Geneva-10
Switzerland

17. In order to ensure receipt of all applications submitted by staff members at other duty stations, these staff members are requested to return their application to Recruitment and Placement Division through the chief administrative officer or director of the United Nations Information Centre of tneir respective duty stations before 11 May 1990, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

APPLICATION

COMPETITIVE EXAMINATION FOR CHINESE TRANSLATORS 1/

INDEX NO. 2/ |_|_|_|_|_|_|

LAST NAME |_|_|_|_|_|_|_|_|_|_|_|_|_|_| Category |_|_| Level |_|_|

FIRST NAME |_|_|_|_|_|_|_|_|_|_|_|_|_|_| Sex: Male |_| Female |_|

Date of entry on duty: Month |_|_| Year 19 |_|_|

Type of contract: _____ Expiration date: _____

Department/Office: 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes |_| in 19 |_|_| No |_|

Have you taken another United Nations competitive examination? Yes |_| in 19 |_|_| No |_|

If yes, which examination(s)_____

What is your main language? 4/ |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at: Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equiv. 6/	Main field of study

E. Describe work experience (giving dates and length of time) in translation, if applicable.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

For staff members at the P-2 or P-3 level: I have read information circular ST/IC/1990/23 and I understand that, if I am successful in the Competitive Examination for Chinese Translators and recommended for inclusion in the Roster, my assignment as a Chinese translator will be subject to my acceptance of the conditions of service indicated in paragraphs 13 and 14.

Date: _____ Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments whose principal language of instruction is Chinese. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G-to-P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS IN THE RECRUITMENT AND PLACEMENT DIVISION. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division WILL NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Normally appears on your monthly salary statement and Personnel Action (P.5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate department/office, e.g., DIESA, OGS, CSTD, ECE, UNCTAD, UNOG, UNOV, HABITAT, special missions or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of note 4.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
NATIONS

ST

Secretariat

ST/IC/1990/24
27 April 1990

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE
"MEDICINAL PLANTS" STAMPS

1. The United Nations Postal Administration (UNPA) will issue the third set of commemorative stamps for 1990 on Friday, 4 May. The six "Medicinal Plants" stamp designs are based on illustrations from Curtis' Botanical Magazine and are in denominations of 25 cents, 90 cents, F.s. 0,90, F.s. 1,40, S 4.50 and S 9.50. They were adapted as stamps by Rocco J. Callari and Robert Stein (USA). The stamps were printed in Switzerland by Helio, Courvoisier, S.A., in photogravure.

Denominations	25 cents	(Catharanthus roseus)	1,000,000
	90 cents	(Panax quinquefolium)	900,000
and	F.s. 0,90	(Plumeria rubra)	900,000
	F.s. 1,40	(Cinchona officinalis)	900,000
Quantities:	S 4.50	(Bixa orellana)	1,000,000
	S 9.50	(Momordica charantia)	1,000,000

Size: 25.7 mm x 36 mm

Perforation: 11 1/2 x 11 3/4

(United States equivalents - F.s. 0,90: 66 cents; F.s. 1,40: $1.03; S 4.50: 42 cents; S 9.50: 89 cents - subject to exchange rate fluctuation.)

2. These commemorative stamps are issued in sheets of 50 stamps.

3. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachet ONLY.

4. Members of delegations and the staff may obtain the new stamps and first-day cancellations on Friday, 4 May, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) Counter at the north end of the Secretariat lobby: from 9 a.m. to 4 p.m.

UNITED NATIONS

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Secretariat

ST/IC/1990/25
12 April 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: UPDATE ON THE GENERAL SERVICE SALARY SURVEY

1. Following discussions between the Administration and the Staff Council on the question of the General Service salary survey, I should like to inform all the members of the staff of the latest developments in this regard and of our common efforts to address this important problem.

2. In response to the resolutions adopted by the staff meeting on 20 March 1990, a special Joint Advisory Committee was constituted with representation from the United Nations, the United Nations Development Programme (UNDP)/United Nations Population Fund (UNFPA) and the United Nations Children's Fund (UNICEF). The Committee convened its first meeting on 27 March 1990.

3. The Committee established a Working Group, whose terms of reference are to review the conduct and results of the salary survey for the General Service category. The composition of the Group is as follows:

Staff:	Representative	Adviser
United Nations	Mr. McDonald Murray	Mr. Denis Sheridan
UNDP/UNFPA	Ms. Nancy Yates	
UNICEF	Mr. Eric Logan	Mr. Samuel Obukwelu
Administration:		
United Nations UNDP/UNFPA UNICEF	Mr. Andrei Abramov) Mr. Rajnar Gudmundsson) Mr. Kuniaki Nagai)	Mr. Jorge Benito

Mr. J. P. Aggarwal will serve as the Chairman of the Group. Ms. Frances Zainoeddin will serve as the Secretary.

4. The Working Group will undertake the following:

(a) Collect and review all the relevant documentation related to the conduct of the survey, including the established methodology;

(b) Determine how the methodology was applied in the case of the General Service salary survey in terms of its preparation, data collection and analysis, highlighting any departures from the methodology and areas of difficulty;

(c) Examine in detail and analyse all the points of disagreement or difference that arose during the conduct of the survey as contained in:

(i) The report of the International Civil Service Commission (ICSC);

(ii) The comments of the Administrations of the United Nations, UNDP/UNFPA and UNICEF;

(iii) The comments of the staff;

(iv) Communications and correspondence between the parties;

(v) Recommendations made by any of the parties during discussions at the ICSC session;

(vi) Any other relevant documents;

(d) Determine the impact on the survey of such factors as:

(i) The bench-mark job descriptions used for the survey;

(ii) Educational qualifications;

(iii) Classification standards and results of the classification exercise;

(iv) Employer participation in the survey;

(v) Data collection techniques;

(vi) Job matches;

(vii) Compilation and analysis of the data;

(viii) Retention/exclusion of jobs for comparison and retention/exclusion of employers;

(ix) Grade distribution of the bench-mark jobs and the average internal United Nations salaries as compared to the 1984 survey;

(x) Other relevant matters.

5. The Working Group is to report, by 7 May 1990 at the latest, to the specially constituted Joint Advisory Committee which, on that basis, will submit its own recommendations to the Secretary-General.

UNITED NATIONS

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Secretariat

ST/IC/1990/26
17 April 1990

INFORMATION CIRCULAR

To: Members of the Staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS STAFF RELIEF COMMITTEE FOR VICTIMS OF THE CHERNOBYL DISASTER

1. On 26 April 1986, a failure in the operation of the nuclear power plant near Chernobyl in the north of the Ukraine caused extensive contamination in areas of the Byelorussian Soviet Socialist Republic, the Russian Soviet Federative Socialist Republic and the Ukrainian Soviet Socialist Republic. According to the information received from the Governments concerned, the extent and severity of the accident could not be determined immediately owing to its unprecedented character. A total of more than 100,000 sq km of the territory with a population of over 4 million was affected by nuclear contamination. More than 120,000 inhabitants in the Byelorussian SSR alone have to leave their homes, since living in the area is medically inadmissible. The consequences of the disaster are yet to be determined from the point of view of biology, ecology or genetics. It is estimated, however, that more than 30 billion roubles are necessary to meet the urgent demands of the relief operations in the contaminated area within the next six years. People's immune systems are most susceptible to the effects of nuclear radiation, while children are even more vulnerable. Urgent measures are needed to create facilities for the rehabilitation of children and to provide adequate nourishment to support their health.

2. With the approval of the Secretary-General and the agreement of the Staff Committee, the United Nations staff at Headquarters, out of humanitarian considerations, have formed the United Nations Staff Relief Committee for Victims of the Chernobyl Disaster for the purpose of conducting a fund-raising appeal in the Secretariat. The Committee is composed of 10 members with Mr. Vasiliy Safronchuk as Chairman, Mr. Lowell Flanders as Vice-Chairman, Mr. Alexandre Matsouka and Mr. Valery Marusin as Co-ordinators, Mr. Vladimir Belov as Treasurer and Mr. Charles Santos as Secretary. Messrs. Zdislav Nicinski, Kango Shimada, Goran Torner and Vladimir Zhagora are the Committee members.

3. On Tuesday, 24 April 1990, cash contributions will be collected at Headquarters by authorized staff members acting on behalf of the Committee.

4. Contributions can also be made by cheque payable to the United Nations Staff Relief Committee for Victims of the Chernobyl Disaster and will be received on an ongoing basis. If issued after the date of the collection, cheques should be forwarded to the Treasurer, Mr. V. Belov (room S-2670D, ext. 35883) or the Secretary, Mr. C. Santos (room S-3045D, ext. 35488).

5. All contributions will be channelled through nationally recognized relief agencies to supply needed resources, with particular emphasis on assisting with the rehabilitation of children with blood diseases contracted as a result of the Chernobyl disaster.

UNITED
NATIONS

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Secretariat

ST/IC/1990/27
18 April 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Controller

Subject: DIRECT DEPOSIT OF SALARY*

1. The Organization has taken many steps over the years to streamline administrative procedures intended to lead to operational cost reductions. Even more so during this period of reform and retrenchment and continued financial difficulties, it is crucial to adopt measures to improve the efficiency of the Organization.

2. One area for further progress is to increase the use of the system of direct deposit of salary, since the production and distribution of salary cheques twice a month creates considerable work for the Treasury and for executive offices. Issuance of individual cheques is not only costly to the United Nations, but it also requires staff to undertake time-consuming banking operations and to run the risk of a cheque being stolen or lost.

3. Under the system of direct deposit of salary, the United Nations can automatically deposit a staff member's salary into a checking or savings account with the United Nations Federal Credit Union, the Chemical Bank, or almost any financial institution in the United States. No fee is required to establish this arrangement, and a staff member's salary will be automatically deposited to his or her account on pay-day, even if he or she is absent on leave or official travel.

4. In the interests of economy and efficiency, those staff on the payroll not yet participating in the system of direct deposit of salary are urged to complete the attached form and send it to the United Nations Cashier, room S-2770 as soon as possible. The end-of-month statement of earnings and deductions of those staff members who authorize the automatic deposit will indicate when the automatic deposit has been established.

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* Personnel Manual index No. 13001.

AUTHORIZATION FOR AUTOMATIC DEPOSIT OF SALARY

(Please type or print - fill in COMPLETELY)

To: Cashier's Office, S-2770

From: _____
Staff member (last name, first name)

_____
Index No.

_____
Ext.

_____
Room No.

Please arrange to deposit my salary as soon as possible into my

_____
Checking account No.

or

_____
Savings account No.

at

_____

_____

_____

_____
Name and address of financial institution

For financial institutions other than the United Nations Federal Credit Union or the Chemical Bank, please provide your bank's American Banking Association (ABA) number. The ABA number can be obtained from your personal cheque (first nine digits in lower left hand corner) or from your bank.

ABA No. _____

Signature: _____ Date: _____

UNITED
NATIONS

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Secretariat

ST/IC/1990/28
19 April 1990

INFORMATION CIRCULAR

To: Members of the Staff

From: The Under-Secretary-General for Administration and Management

Subject: REPORT ON THE WORK OF THE PANELS ON DISCRIMINATION AND OTHER GRIEVANCES*

INTRODUCTION

1. Pursuant to the Secretary-General's report to the General Assembly of 3 November 1987 on the streamlining of the appeals procedures (A/C.5/42/28), the Under-Secretary-General for Administration and Management assumed direct responsibility for the administration of the internal justice system with effect from 1 February 1988 with a view to simplifying the administrative process and to streamlining and expediting its various aspects. As announced in information circular ST/IC/88/10 of 1 March 1988, the Under-Secretary-General for Administration and Management assumed responsibility for the organization of the Panels on Discrimination and other Grievances and issues the annual report on their work in accordance with paragraph 19 of administrative instruction ST/AI/308/Rev.1 of 25 November 1983. Substantive questions relating to their tasks continue, in principle, to be dealt with by officials of the departments/offices concerned, including senior programme managers, the Controller and the Assistant Secretary-General for Human Resources Management.

2. The Headquarters Panel at New York submitted a report covering the period 1 May 1988-31 January 1990. The Panel at Geneva submitted a report covering the period 1 July 1989-31 January 1990. The Panel at the Economic Commission for Africa (ECA) submitted two reports for the periods 7 December 1988-31 July 1989 and 1 August 1989-31 January 1990. The Panel at the Economic and Social Commission for

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* Personnel Manual index No. 11011.

Western Asia (ESCWA) submitted a report covering the period 1 April 1987-31 January 1990. The Panel at the Economic and Social Commission for Asia and the Pacific (ESCAP) reported that no new Panel was constituted after expiration of the mandate of the previous Panel on 17 September 1988. The Panel in Jerusalem reported that it was not seized of any cases during the period 7 December 1988-31 January 1990. The Panel in Nairobi submitted two reports covering the periods 26 June 1988-30 June 1989 and 1 July 1989-31 January 1990. The Panel at the Economic Commission for Latin America and the Caribbean (ECLAC) submitted a report for the period 1 May 1988-31 January 1990. The Panel in Vienna submitted a report for the period 7 December 1988-31 January 1990.

3. The reports submitted to the Secretary-General by the Panels in New York, Geneva, Addis Ababa, Baghdad, Bangkok, Jerusalem, Nairobi, Santiago and Vienna concerning the activities of these panels are summarized in sections I to IX below.

I. ACTIVITIES OF THE HEADQUARTERS PANEL FOR THE PERIOD 1 MAY 1988-31 JANUARY 1990

A. Membership

4. From 1 May 1988 to 31 January 1990, the Panel membership was the same as that indicated in the previous annual report, namely, Mr. T. Dube, Mr. W. Hass, Mr. B. Isenberg, Mr. D. Koon, Mr. I. Steiner and Ms. R. Waters. Mr. M. Suqi was Co-ordinator of the Panel and Ms. J. Miller its Secretary.

B. Procedure

5. During the period covered by the present report, the Panel held nine regular meetings and numerous extraordinary meetings to review all cases brought to its attention and to discuss problems of investigation and implementation. Cases were brought to the attention of the Panel by staff contacting a Panel member, the Co-ordinator or the Secretary of the Panel. Each case was then investigated and solved informally by a Panel member or reported to the Panel, which then took a collective decision and made a recommendation to the Assistant Secretary-General for Human Resources Management. Frequent consultations were held between the Co-ordinator and the Panel members.

6. The Panel handled 58 cases during the period covered by the present report. This number does not include inquiries or situations where the Panel members spent time counselling a staff member. The work conducted in handling the cases and inquiries entailed investigation of facts, interviews with staff members and supervisors, negotiations on behalf of staff members, conciliation and follow-up on the recommendations made by the Panel. Additionally, staff members were provided with counselling and assistance on emerging problems with a view to preventing more serious staff-management conflicts. When appropriate, and after careful study, requests were channelled to other appropriate bodies.

C. Statistical breakdown of cases

7. Of the 58 formal cases handled by the Headquarters Panel, 47 were from Headquarters, including one from Washington, D.C., and 11 were from agencies or duty stations away from Headquarters. Although Panels exist at most of the other main duty stations, these 11 complainants chose to take recourse to the Headquarters Panel rather than to their local panel. The distribution of the complaints by agency and duty station is shown in table 1.

Table 1

DISTRIBUTION OF COMPLAINTS BY AGENCY/OFFICE AND DUTY STATION

Agency/duty station	No. of cases
Headquarters	47
Economic and Social Commission for Western Asia (ESCWA)	3
Economic Commission for Africa (ECA)	2
United Nations Environment Programme (UNEP)/ United Nations Centre for Human Settlements (Habitat)	2
United Nations Conference on Trade and Development (UNCTAD)/ International Trade Centre UNCTAD/GATT (ITC)	2
Office of the United Nations Disaster Relief Co-ordinator (UNDRO)	1
United Nations Office at Geneva (UNOG)	1
TOTAL	58

8. Table 2 provides a breakdown of the complaints by the staff member's gender and service category.

Table 2

COMPLAINTS REFERRED TO THE PANEL ACCORDING TO THE STAFF MEMBERS' GENDER AND SERVICE CATEGORY a/

Category	Male	Female	Total
Professional	20	6	26
General Service	13	16	29
Other a/	3	-	3
TOTAL	36	22	58

a/ Trades and Crafts, Field Service, Security Officers.

9. Table 3 shows the number of cases handled by the Headquarters Panel according to the main grounds on which the allegations were based in relation to the administrative actions which prompted the complaints. In 1989 many cases in the category "other" refer to situations in which there was a consistent pattern of harassment that included administrative actions not listed in this table, such as issuance of "special" reports or memoranda, frequent and seemingly arbitrary changing of rules within an office, verbal abuse and others.

Table 3

CASES OF ALLEGED DISCRIMINATORY TREATMENT a/

Category	Appointments and assignments		Contractual status		Performance evaluation		Promotion		Transfer		Working conditions		Other b/		Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Unfair treatment/ personal relations			3	2	2	3	11	7	2	1	6	2	5	1	45
Nationality	1		1				3					1			6
Race				1									1		2
Sex								1							1
Other b/							1					1		2	4
TOTAL	1		4	3	2	3	15	8	2	1	6	4	6	3	58

a/ Each case has been categorized on the basis of its main allegation, but many cases are based on more than one allegation.

b/ See para. 9 above.

D. Status of cases as of 31 January 1990

10. Table 4 shows the status of cases handled during the reporting period as of 31 January 1990. The final disposition of cases is divided into four categories: (a) cases settled through conciliatory arrangements; (b) cases referred to the Assistant Secretary-General for Human Resources Management; (c) cases that are still being monitored by the Panel; and (d) pending cases. Table 4 also shows the number of recommendations to the Assistant Secretary-General for Human Resources Management which were implemented, the number on which a decision is still pending and those where inadequate or no action was taken by the administration and the staff member resorted subsequently to the Joint Appeals Board (JAB) and/or the United Nations Administrative Tribunal (UNAT).

Table 4

STATUS OF CASES AS OF 31 JANUARY 1990

Status		No. of cases
(a) Resolved informally		21
(b) Referred to the Assistant Secretary-General for Human Resources Management		12
(i) Implemented	5	
(ii) Awaiting implementation	3	
(iii) Further claims submitted to the JAB and/or UNAT	4	
(c) Being monitored		4
(d) Pending		21
TOTAL		58

E. Types of complaints brought before the Panel

11. The largest group of complaints fell, as in the past, in the category of unfair treatment based on personal relations, which resulted in alleged errors of judgement. Although this was manifested primarily in the area of promotion, the Panel found disturbing the large number of cases related to "working conditions" and "other". In both areas the complaints were mainly with regard to an overall pattern of harassment in the form of verbal abuse, seemingly arbitrary and frequent changes in rules within a particular office, seemingly arbitrary staff movements within an office, the issuance of negative reports and others.

12. As stated above, the largest number of complaints were in the category of "promotion" as a result of the incomplete General Service initial classification exercise and the implementation of the new vacancy management system. Each resulted in difficulties for the Panel, which are dealt with in detail below.

13. The Panel noted that only one case of sexual harassment was brought to its attention. The Panel is of the view that cases in this category could be prevented through timely dissemination of information and guidance. The Panel therefore continues to support the Group on Equal Rights for Women for having established a hotline that gives immediate attention to staff in this type of situation.

F. Difficulties encountered by Panel members in the course of their investigations

14. The Panel stated that the previous report on its work had been issued with a two-year delay, edited and circulated to the staff without further consultation with the Panel. The Panel was of the view that there were several discrepancies in the circular on its work, and expressed its concern that no further action had been taken, as requested.

15. The mandate of the present Panel expired in June 1987. In accordance with established practice, the Panel continued to function until the renewal of its mandate or the appointment of a new Panel. During this period two members resigned, which resulted in an undue burden on the remaining Panel members.

16. As stated above, the largest number of complaints dealt with by the Panel were in the category of promotion. The Panel noted that for Professional staff members, the cases handled were largely a result of the establishment of the Vacancy Management and Staff Redeployment System as the only system of promotion rather than an interim measure to deal with the financial emergency. The Panel further noted that the cases referred to it have shown certain flaws in this system, in particular that there is at present no recourse procedure after a candidate has been selected to fill a post. The Panel was of the view that if a staff member has been discriminated against and applies for a post for which he/she is qualified and then placed on the short-list of candidates, the staff member has no chance of being selected by the same persons who discriminated against him/her. The Panel expressed its concern that there is at present no procedure available to staff members or the Panel to correct such situations. The Panel was of the view that in such cases the staff members are obliged to apply either for posts outside their parent department, for which they are likely to be less qualified than those candidates who have been working in the area, or for posts in departments or duty stations undesirable to the staff member. The Panel felt that a staff member with a legitimate grievance is therefore penalized twice.

17. The Panel was of the view that this new system heavily favours management prerogative. The Panel noted that it was confronted with situations where managers delayed the publishing of vacancy announcements until their candidate was already placed against the post, withdrew posts from circulation when they felt those who applied were not "suitable", and changed requirements for the post to either eliminate a candidate or adjust them to the candidate of their choice.

18. The Panel recalled that it had investigated a case of a staff member who was recognized, before and after the introduction of the new Vacancy Management System, as performing at the higher level. The Panel noted that when the staff member applied for a post with the same functions he/she had been performing for five years, it was decided that his/her educational qualifications were no longer sufficient. The Panel further noted that although the same number of staff of that department are from developed and developing countries, over 75 per cent of those promoted during the first two rounds of restructuring are from developed countries.

G. General recommendations

19. In view of the difficulties encountered in promotion cases, the Panel was of the view that it would be desirable to reinstate general promotion reviews by the appointment and promotion bodies. If this is not feasible, the Panel suggested, as an alternative, that the vacancy management system might be adjusted to the effect that departments would establish lists of qualified candidates for a given post and that the redeployment bodies would make a recommendation to the Secretary-General on the final selection of a candidate.

20. In 1989 the Panel received more responses to its written recommendations from the Office of Human Resources Management than it ever had. These responses were, however, mostly negative, indicating that no action would be taken. The Panel recalled a case of a staff member who had been classified at the G-6 level while all concerned recognized she was functioning at the Professional level. The staff member had for many years requested an audit of her post, which the Panel had recommended. The Panel stated that the response from the respondent did not address the question of fairness and equity, but took the position that the proper procedure had been followed and that the Panel's recommendation "would create a situation discriminatory with regard to other staff members who were in the same situation but who did not make recourse to the Panel". The Panel could not agree with this conclusion.

21. The Panel was of the view that there were situations in which the appropriate administrative procedures were followed and yet there were staff who, because of apparent shortcomings of rules and procedures, were not fairly treated. The Panel felt that such staff "had fallen through the cracks" or simply did not fit into the rules, policies and procedures, no matter how well intended or adeptly conceived and implemented. The Panel recommended that staff members, either collectively or individually, should have access to the means to rectify such situations.

22. The Panel concluded that if a Panel member takes the time to investigate a case, finds that a grievance is legitimate and agrees with the other Panel members that a written recommendation is required, it is incumbent upon the administration to negotiate some form of settlement.

23. The Panel's terms of reference provide that it consider cases of staff members at other duty stations, at the staff members' request. In its last report, the Panel noted that it was, at times, unable to perform its function without seeing the office environment and speaking in person to the parties involved in the

dispute. The Panel found that this remains a problem and reiterated its recommendation that a small budget for travel be allotted for this purpose.

24. The Panel received a complaint from a staff member who was dismissed for education grant fraud after the Joint Disciplinary Committee (JDC) had recommended a demotion. The Administration advised the Panel Co-ordinator that fraud had been established and in such a case dismissal was the appropriate measure for serious misconduct regardless of the JDC recommendation. However, in a subsequent case of education grant fraud, the JDC made a unanimous recommendation for dismissal. The matter was delayed for over three months and then the Administration accepted the resignation of the staff member without reference to the JDC recommendation. The Panel noted that apparent inconsistency in dealing with disciplinary cases is detrimental to the functioning of the Panel, as well as to the confidence of the staff in the administration of justice.

II. ACTIVITIES OF THE PANEL AT GENEVA FOR THE PERIOD 1 JULY 1989-31 JANUARY 1990

A. Membership

25. Although its official mandate expired on 30 June 1989 according to circular IC/Geneva/3519, the Panel, after consultation with the Administration and the staff representatives, continued to work on an ad hoc basis with the following membership: Mr. A. Ben Hadid, Ms. Elisabeth Calon and Ms. Maria Charrin.

26. Ms. Siew Voon Wong (Office of the United Nations High Commissioner for Refugees) tendered her resignation at the end of the mandate. Mr. V. Nikolaiko (Co-ordinator), despite his resignation, has accepted to help the Panel informally until a new co-ordinator is appointed.

B. Procedure

27. Cases were brought to the attention of the Panel by staff members through direct contact with one of the members or the Co-ordinator of the Panel. The staff member concerned was first requested to submit a written statement of facts indicating clearly his/her grievance. For cases in which the Panel as a whole concluded that the complaint was valid, two Panel members were designated to handle the matter and to reach a solution through informal means. If this seemed to be impossible, a formal recommendation, agreed upon by all Panel members, was addressed either to the Director-General of the United Nations Office at Geneva or to the Assistant Secretary-General for Human Resources Management, with a copy to the former, for appropriate action.

28. Tables 5 and 6 give a breakdown of the eight cases of alleged discriminatory treatment and other grievances submitted to the Panel during the reporting period: four were settled by informal means; two were totally resolved and two, in part. The remaining four cases are still under review.

C. Statistical breakdown

Table 5

NUMBER OF COMPLAINTS REFERRED TO THE PANEL ACCORDING TO THE STAFF MEMBERS' GENDER AND SERVICE CATEGORY

Category	Male	Female	Total
Professional	1	1	2
General Service	2	4	6
TOTAL	3	5	8

Table 6

CASES OF ALLEGED DISCRIMINATORY TREATMENT

Category	Contractual status		Promotion		Redeployment		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Personal relations	-	1	-	1	-	-	1	1	4
Unfair treatment	-	1	1	-	-	1	1	-	4
TOTAL	-	2	1	1	-	1	2	1	8

29. During the reporting period, informal contacts were made by seven staff members. The persons concerned sought the advice of Panel members and may in future formally submit their case to the Panel.

30. During the course of its investigations, the Panel was in regular contact with Personnel Service, UNOG, and with different chiefs of services and offices. The Panel expresses its appreciation to them for the understanding, interest and support they demonstrated in order to facilitate its work. The representatives of Personnel Service, UNOG, and of other services and offices co-operated with the Panel to find a satisfactory solution.

D. Main difficulties encountered by the Panel and recommendations

31. The main difficulty encountered was the delay in the constitution of the Panel, which hampered its normal functioning. The Panel recommends that the procedure of the appointment of members should be simplified and improved so that the Panel could be set up as quickly as possible in order to begin its work in time.

III. ACTIVITIES OF THE ECA PANEL FOR THE PERIOD 1 JANUARY 1988-31 DECEMBER 1990

A. 1 January 1988-31 December 1988

1. Work of the Panel

32. The Panel reported that it had handled six cases in 1988.

(a) A General Service staff member claimed discrimination on the grounds that Personnel Services, ECA, had allegedly denied him the right to sit for the examination for staff from the financial services to serve in the Multinational Programming and Operational Centres (MULPOCs), indicating that he did not have the necessary diplomas. The Panel found that although the staff member did not have the diplomas required by the job description, he did meet the requirements for the G to P examination in so far as the number of years of professional experience were concerned. The Panel expressed the hope that ECA could establish similar requirements for the G to P examinations and for applications of staff to serve in the MULPOCs. The Panel recommended to the Administration to take into consideration the professional experience acquired within the system when drawing up future selection criteria or job descriptions. The Panel succeeded in reaching an amicable solution of the grievance and the staff member was selected for a similar post in another MULPOC.

(b) A General Service staff member challenged the grade he received for his answers to questions 2 (a) and 2 (b) in the competitive examinations for financial officers to be assigned to a MULPOC. The Panel found that the grievance had no merit and it was therefore dismissed.

(c) Another General Service staff member also disagreed with the evaluation of his reply to question 2 (b) of the competitive examination as indicated above. The Panel found that the grievance had no merit and it was therefore dismissed.

(d) Another General Service staff member filed an appeal for conciliation, requesting Personnel Services, ECA, to take into consideration professional experience and acquired competence compared to diplomas required at the time of the selection process. The Panel intervened with the Chief of the Office of Personnel and a positive evaluation resulted in the selection of certain staff members in this category (GS-Finance) for posts outside Addis Ababa, including the complainant.

(e) Four General Service staff members contested, collectively, the Scholarship Committee's decision to cancel the competitive examination for scholarships for advanced training in French. With reference to positions not officially communicated to ECA by the country awarding the scholarships, the organizers of the examination had altered the requirements for candidates, thereby eliminating applications of several staff members who lodged a complaint. The Committee then cancelled the examination, which had already been held, and requested that a second session be held. The complainants contested this decision. The Panel felt that the Committee was within its rights to cancel the examination on the grounds that it was flawed and to order the organization of a second selection. The complaints were therefore dismissed.

(f) A Professional staff member alleged violation of private correspondence, persecution, discrimination and false accusations. The complainant accused ECA of having violated his private correspondence for the purpose of finding material that could be produced in evidence against him to support a charge of trafficking in foreign currency, and of having persecuted and humiliated him. The Panel found evidence which substantiated the allegations and asked the Administration to discontinue these actions and to ensure that the staff member's personnel file was cleared of all traces in that regard and that his career was not made to suffer.

2. Comments

33. The Panel noted that the Office of Personnel had co-operated with the Panel and given careful attention to its suggestions with a view to improving relations between staff and management. The information requested from the Office of Personnel was provided in time, which has not always been the case of other offices.

B. 1 August 1989-31 January 1990

1. Membership

34. In accordance with paragraph 3 of administrative instruction ST/AI/308/Rev.1, the Executive Secretary of ECA appointed the following staff members to serve as members of the Panel: Mr. A. Kebede, Ms. P. Amono, Mr. J. Foday, Ms. G. Zelleke, Ms. R. Omar, Mr. A. Thabit, Ms. Y. Musse and Ms. F. Kabi designated Co-ordinator.

2. Procedure

35. The Panel agreed to establish a procedure whereby staff members would be assisted in dealing with their cases individually first before resorting to the Panel. In that regard, the work entailed the investigation of staff members' complaints by individual panel members - in most cases by the Co-ordinator - including drafting letters and rebuttals to performance evaluation reports.

3. Work of the Panel

36. The Panel investigated the following four complaints of unfair treatment (see table 7, which gives a breakdown by type of complaint and gender of complainant):

(a) One staff member in the field complained that contrary to the Executive Secretary's Circular No. 1/87, which sets out policy and criteria for staff movement and clearly stipulates in its criteria 9(e) that, "the period for field assignment should not exceed four years", the period of his outposting has been much longer, and secondly, contrary to the circular's preamble B, it did not contribute to his career development. The Panel declined to deal with this case in accordance with paragraph 7 of ST/AI/308/Rev.1 on the grounds that the complaint fell within the competence of the ECA Joint Advisory Committee and the Staff Council. The staff member was advised to file his complaint with the Staff Council.

(b) A staff member brought to the attention of the Panel that the Chief Medical Officer denied her medical claim and leave days authorized by a medical officer away from the duty station. The Panel found that there was lack of consistency and a clear violation of the rules and regulations. Thus, the Panel assisted the staff member concerned to put her case in writing to the Chief Medical Officer. It took six months of exchange of memoranda to reach a final settlement of this case.

(c) Two staff members had complaints relating to their job classifications. They alleged that when the classification exercise was undertaken some two to four years ago, they were working under different supervisors and performing different functions, and thus the classification reflected those functions. In the mean time the staff members had been transferred to other divisions. When the classification results were made available, they found themselves occupying posts which had been downgraded. In the course of the investigation, the Panel was informed of the suspension of the classification exercise due to numerous complaints. The classification exercise is now under review.

Table 7

CASES OF ALLEGED DISCRIMINATORY TREATMENT

Performance evaluation		Transfer		Classification		Medical		Total
Male	Female	Male	Female	Male	Female	Male	Female	
-	1	1	-	1	1	-	1	5

Breakdown according to service category:

Professional: 1
General Service: 4

IV. ACTIVITIES OF THE ESCWA PANEL FOR THE PERIOD 1 APRIL 1987-31 JANUARY 1990

A. Membership

37. The membership of the ESCWA Panel for the reporting period was as follows: Mr. M. M. Sherif, Co-ordinator; Mr. S. Abbas, Mr. O. Toqan and Mr. A. Achary.

B. Procedure

38. The Panel followed the procedure set out in administrative instruction ST/AI/308/Rev.1.

C. Number and types of complaints and their resolution

39. Seven cases were submitted to the Panel, six of them were solved informally and only one report was submitted on the seventh case to relevant authorities.

40. These cases may be classified as follows:

Category 1 - Conflict with supervisors, two cases;

Category 2 - Career appointment, two cases;

Category 3 - Extension of contracts, two cases;

Category 4 - Multi-subject cases, one case.

41. The cases under category 1 and 2 were solved informally to the satisfaction of the complainants. The cases under category 3 were found to be unfounded. The case under category 4 involved a prolonged investigation. A comprehensive report was submitted to the Executive Secretary of ESCWA and to the Assistant Secretary-General for Human Resources Management. In that case, three allegations were made negatively affecting the staff member's career development. The allegations proved to be unfounded. The Panel found, however, that the denial of a career appointment to the staff member was unfair.

42. Four cases were informally solved to the satisfaction of the staff members concerned. Three cases were found to be unfounded; yet in one case the Panel concluded that the complainant was denied a career appointment without proper justification. The Administration accepted the Panel's recommendations in six cases and rejected the recommendation in one case.

V. ACTIVITIES OF THE ESCAP PANEL

43. The term of office of the previous Panel expired on 17 September 1988 and a new Panel was not established thereafter. The Chief, Division of Administration, ESCAP, reported that there are staff members at ESCAP who wish to avail themselves of the informal procedure for the amicable settlement of grievances. The ESCAP Joint Advisory Committee therefore submitted to the Secretary-General a list of candidates for the ESCAP Panel, in accordance with the guidelines set out in ST/AI/308/Rev.1; the list was approved by the Secretary-General.

VI. ACTIVITIES OF THE PANEL AT JERUSALEM FOR THE PERIOD 7 DECEMBER 1988-31 JANUARY 1990

A. Membership

44. The composition of the Panel during the period 7 December 1988 through 31 January 1990 was as follows: Mr. R. Knutsson, Co-ordinator; Mr. E. Ashawri and Mr. H. Koukopoulos, members. Owing to the creation of several new peace-keeping missions during the reporting period, many of the Panel's original members were assigned to duty stations outside the mission area and have not yet been replaced. The Acting Chief Administrative Officer, UNTSO, reported that UNTSO is in the process of establishing a new Panel and will advise Headquarters of its proposed composition.

B. Work of the Panel

45. The Jerusalem Panel on Discrimination and other Grievances reported that it had not received any complaints of discrimination or any other grievances during the reporting period.

VII. ACTIVITIES OF THE PANEL AT NAIROBI FOR THE PERIOD 26 JUNE 1988-31 JANUARY 1990

A. 26 June 1988-30 June 1989

1. Membership

46. The Panel at Nairobi for the reporting period was composed of five members: three from UNEP (Mr. H. Gudal, Mr. E. Lim and Mrs. C. Anyumba) and two from UNCHS/Habitat (Mr. G. Rao and Mr. E. Ssaabavuma; the third member was on extended leave without pay). Mrs. A. Otieno-Pala continued to serve as Co-ordinator of the Panel. The Panel noted that UNCHS/Habitat had embarked on the procedure for filling the vacancy on the Panel.

2. Procedure

47. The Panel carried out its mandate as set out in ST/AI/308/Rev.1. Cases were brought to the attention of the Panel by staff members through memoranda addressed to the Co-ordinator. The Panel continued its work under the policy that cases originating from one agency should be handled by Panel members from another agency for reasons of objectivity and fairness.

3. Work of the Panel

48. The Panel was seized with one case during the reporting period. At the staff member's request, the case was transferred to the Headquarters Panel and no conclusion had been reached on the case at the time of submission of the present report. The Co-ordinator, however, continued to monitor the progress of a grievance concerning contractual status of four UNEP General Service staff members (Conference Typists) which was submitted to the Headquarters Panel during the last reporting period. The Panel reported that this case seemed to be at a standstill owing to technicalities in policy governing the Nairobi duty station.

B. 1 July 1989-31 January 1990

1. Membership

49. The Panel at Nairobi is currently composed of four members: two from UNEP (Mr. H. Gudal and Mrs. C. Anyumba) and two from UNCHS/Habitat (Mr. G. Rao and Mr. E. Ssaabavuma). Mrs. A. Otiene-Pala continues to act as Co-ordinator of the Panel, pending the designation of a co-ordinator from UNCHS/Habitat (members' term of office as well as that of the Co-ordinator expired during the second half of 1989 and no new nominations have been made). The Panel in Nairobi consists of six members, however, two members of the Panel (one from UNEP and another from UNCHS/Habitat), have not yet been replaced. The terms of reference and procedure of the Panel in Nairobi are set out in paragraph 47 above.

2. Work of the Panel

50. The Panel was seized with one case during the reporting period from a female UNCHS/Habitat staff member in the General Service category. However, at the staff member's request, the case was transferred to the Headquarters Panel. Upon conclusion of its investigations, that Panel's recommendations were communicated to UNCHS/Habitat, whose administration upheld its original decision to terminate the staff member's services. The case is now with the Headquarters Joint Appeals Board.

3. Comments

51. The Panel reiterated that its objective was to resolve disputes by informal or formal means rather than to find fault with supervisors or individuals, and has endeavoured to avoid a confrontational approach to its work as far as possible. The Co-ordinator therefore urged supervisors to show co-operation and understanding for the role and functions of the Panel as a tool of conciliation in administration for the benefit of all concerned.

VIII. ACTIVITIES OF THE ECLAC PANEL FOR THE PERIOD 1 MAY 1988-31 JANUARY 1990

A. Membership

52. The members of the Panel for the reporting period were Mr. L. Burkhalter, Mrs. I. Arriagada, Mr. E. Ortegón and Mrs. Silvia Gutiérrez, and Mr. César Peláez, Co-ordinator.

B. Procedure

53. The only complaint during the period was brought to the attention of the Panel by a staff member who sent a copy of a memorandum addressed to her supvervisor. In this case, a female staff member in the General Service category alleged that her supervisor was supervising her work performance in a discriminatory manner. The case was investigated and the Panel considered that there had been no discrimination against the staff member. In December 1989, the complainant was transferred to another unit with her agreement and that of her supervisor.

C. Status of cases as of 31 January 1990

54. The ECLAC Panel reported that no cases were pending for consideration by the Panel at the time of submission of the present report.

D. Types of complaints

Unfair treatment by supervisor

55. The staff member complained that the recording, in a memorandum, of errors committed by her was unprecedented and contrary to established procedure. She also alleged that her "supervisor was uncommonly diligent in searching thoroughly for very small errors in her work".

IX. ACTIVITIES OF THE PANEL AT VIENNA FOR THE PERIOD 7 DECEMBER 1988-31 JANUARY 1990

A. Membership

56. The Secretary-General approved the membership of the Panel at Vienna for the period 21 July 1986 to 20 July 1988, which was subsequently extended. The members are: Mr. E. Blaha, Ms. S. Schneider, Mr. K. Ndiribe, Ms. N. Salem and Mr. C. Bueno-Guzman, and Ms. M. Kuesell, Co-ordinator. It should be noted that following the establishment of the United Nations Industrial Development Organization as a specialized agency, effective 1 January 1986, the Panel at Vienna no longer deals with grievances of UNIDO staff.

B. Work of the Panel

57. During the reporting period, the Panel was approached informally by several staff members who had problems, but did not feel the need to make a formal complaint. In those instances advice was given or staff members were referred to other bodies more competent to deal with their cases.

X. CONCLUDING REMARKS

58. Following completion of the reform programme in the appeals and disciplinary areas, the Secretary-General announced in his report on the administration of justice to the General Assembly at its forty-fourth session (A/C.5/44/9) that the third phase of the reform process will focus on the improvement of the informal procedures for the amicable resolution of staff grievances. The General Assembly requested the Secretary-General in resolution 44/185 to continue with this reform process and to report thereon to the General Assembly at its forty-fifth session. Discussions were initiated with administration and staff representatives on a Secretariat-wide basis with a view to strengthening the Panels' role as an informal means of dispute-settlement and to streamlining its internal procedures. The Under-Secretary-General for Administration and Management is at present reviewing the proposals for reform and taking steps to achieve by the end of this year a more effective and efficient system for the amicable resolution of staff grievances.

59. The administration representatives agreed, moreover, at the recent fourteenth session of the Staff-Management Co-ordination Committee at Geneva to the establishment of a working group within the context of the New York Joint Advisory Committee, as proposed by the staff representatives, to address certain problems related to the administration of justice.

60. The Secretary-General reiterates in this connection that the basic function and aim of the Panels on Discrimination and other Grievances is to resolve staff disputes and complaints informally by amicable settlement. Heads of departments and offices and other supervisors are therefore urged to show more understanding for the important role and functions of the panels, which is to secure effective redress of staff grievances and to ensure a better working atmosphere to the benefit of all concerned.

UNITED NATIONS

ST

Secretariat

ST/IC/1990/29
26 April 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Controller

Subject: GROUP LIFE INSURANCE - WAIVER OF AUTOMATIC INCREASE*

INTRODUCTION

1. The insurance coverage under the Aetna group life insurance plan is adjusted once a year in accordance with increases in the pensionable remuneration of each participant. The adjustment for 1990 will be made with effect from 1 July and will take into account any increases in the pensionable remuneration of a participant implemented since 1 July 1989 and which may be implemented between the date of the present circular and 1 July 1990.

2. Consequently, all participants in the plan, other than those who have previously signed a waiver of automatic increase, are reminded that if their pensionable remuneration as at 1 July 1990 places them in a higher insurance bracket, their coverage will automatically be increased as of that date unless they execute the waiver set out in annex I to the present circular.

I. EFFECT OF THE WAIVER

3. In signing the waiver of automatic increase form, a participant is choosing to retain his or her group life insurance coverage (and the corresponding payroll deduction for premium) at the level in effect at 30 June 1990. The waiver thus freezes the participant's coverage at that amount indefinitely unless the participant decides at some time in the future to apply for the higher amount of coverage based on his or her pensionable remuneration at the time of application.

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* Personnel Manual index No. 6221.

At the time of such application for higher coverage, the participant will be REQUIRED TO PROVIDE EVIDENCE OF INSURABILITY satisfactory to the insurance company. For its part, the insurance company reserves the right to reject any such application and may require the applicant to undergo a medical examination at the applicant's own expense.

4. In making the decision to waive the automatic increase or not, staff members may wish to check the current level of their pensionable remuneration by reviewing their April pay statement in conjunction with the life insurance brackets set out in annex II to the present circular.

II. WAIVER FORM

5. The waiver form set out in annex I may be detached or photocopied as necessary. Participants who wish to waive any future automatic increase in life insurance coverage should sign and return the completed waiver form to room S-1826, Payroll Unit, Accounts Division, Office of Programme Planning, Budget and Finance (or, if payrolled outside Headquarters, to the appropriate finance section) NO LATER THAN 30 JUNE 1990. It should be borne in mind that the sooner the waiver form is submitted, the sooner the necessary adjustments can be reflected in the pay statement.

III. DESIGNATION OF BENEFICIARY

6. Staff members are reminded to review their designation of beneficiaries in respect of their group life insurance coverage. Changes in the designation of beneficiaries may be made at any time and special forms for this purpose may be obtained from the Insurance Section, room S-2765, extension 3.5806, at Headquarters. Staff members serving away from Headquarters may obtain these forms from their respective administrative officers.

7. For additional information on group life insurance, please contact the Insurance Section, room S-2765.

Annex I

WAIVER OF AUTOMATIC INCREASE

Date: _____

To: Payroll Unit, room S-1826
(or, if payrolled outside Headquarters,
to the appropriate finance section)

Subject: GROUP LIFE INSURANCE

GROUP POLICY NUMBERS GL-14008 AND GC-14008-A

1. I hereby certify that I have been given an opportunity to avail myself of the increased group life insurance benefits as offered by the United Nations in information circular ST/IC/1990/29 and have decided not to take advantage of the offer. I request, therefore, that my life insurance coverages under the subject group policies be maintained at their 30 June 1990 levels.

2. I understand that in order to obtain increased insurance in the future, I will be REQUIRED TO PROVIDE EVIDENCE OF INSURABILITY satisfactory to the insurance company and may be required to undergo a medical examination at my own expense. I further understand that the company reserves the right to reject my application for such an increase.

_____
Witness

_____
Print or type name in full

_____
Signature of staff member

_____
Print or type name in full

_____
Payroll index number

_____
Duty station

/...

Annex II

Annual pensionable remuneration $	Life insurance $	Maximum accidental death and dismemberment insurance $	Monthly payroll premium $
Less than 2 000	3 000	3 000	0.84
2 001 to 4 000	6 000	6 000	1.68
4 001 to 6 000	10 000	10 000	2.80
6 001 to 8 000	14 000	14 000	3.92
8 001 to 10 000	18 000	18 000	5.04
10 001 to 12 000	22 000	22 000	6.16
12 001 to 14 000	26 000	26 000	7.28
14 001 to 16 000	30 000	30 000	8.40
16 001 to 18 000	34 000	34 000	9.52
18 001 to 20 000	38 000	38 000	10.64
20 001 to 22 500	42 500	42 500	11.90
22 501 to 25 000	47 500	47 500	13.30
25 001 to 27 500	52 500	52 500	14.70
27 501 to 30 000	57 500	57 500	16.10
30 001 to 32 500	65 000	65 000	18.20
32 501 to 35 000	70 000	70 000	19.60
35 001 to 37 500	75 000	75 000	21.00
37 501 to 40 000	80 000	80 000	22.40
40 001 to 42 500	85 000	85 000	23.80
42 501 to 45 000	90 000	90 000	25.20
45 001 to 47 500	95 000	95 000	26.60
47 501 to 50 000	100 000	100 000	28.00
50 001 to 52 500	105 000	105 000	29.40
52 501 to 55 000	110 000	110 000	30.80
55 001 to 57 500	115 000	115 000	32.20
57 501 to 60 000	120 000	120 000	33.60
60 001 to 62 500	125 000	125 000	35.00
62 501 and over	130 000	130 000	36.40

Note: (1) Coverage for staff members entering the plan at age 60 or later will continue to be restricted to $7,000 group life insurance, plus a similar amount of accidental death and dismemberment insurance.

(2) Coverage for staff members whose life insurance exceeds $58,500 will be automatically reduced to that level on 1 July next following attainment of age 62, plus a similar amount of accidental death and dismemberment insurance.

UNITED
NATIONS

ST

Secretariat

ST/IC/1990/30
27 April 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: 1990 COMPETITIVE EXAMINATION FOR CHINESE EDITORIAL ASSISTANTS

1. A competitive examination for Chinese editorial assistants will be held on 22 June 1990 at Headquarters in New York. The purpose of this examination is to establish a roster from which present and future vacancies of Chinese editorial assistants at the G-7 level in the Official Records Editing Section, Department of Conference Services, will be filled.

2. The examination is open to staff members of the Secretariat at Headquarters, in the General Service and related categories.

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have an excellent working knowledge of Chinese, English and either French or Spanish. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language Training Programme must have passed the Language Proficiency Examination in those languages. Those who have not pursued language courses in the United Nations must substantiate their claim of knowledge of those languages by attaching to their applications photocopies of diplomas or certificates from a language school or a brief explanation of how they acquired knowledge of the language claimed;

(c) Be able to type neatly and accurately in Chinese and English.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. The Board's decisions are final.

5. The written examination will consist of:

(a) Preparation and typing (on a typewriter) of texts in Chinese using models in English and either French or Spanish; and typing in English of a short corrected text in English (3 hours);

(b) Questions on research and verification techniques (1 hour and 45 minutes);

(c) Questions on United Nations documentation, including types, series and symbols (30 minutes);

(d) Questions on the structure of the United Nations system and the names of major international organizations (45 minutes).

The use of dictionaries or any other reference material is not permitted during the examination.

6. On the basis of the results of the written examination, the Board will invite selected candidates for an interview that will normally take place 10 to 12 weeks after the written examination. The purpose of the interview is to assess the candidate's suitability to perform as an editorial assistant, including ability to work as a member of a team. The interview is an integral part of the examination; therefore, candidates who are invited to an interview should not assume that they will be offered an assignment.

7. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster, which will be established on the basis of the ranking of the candidates' scores in the written examination. All candidates will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are not subject to appeal. The Board does not release individual scores.

8. Staff members included in the roster will be assigned to posts as and when vacancies occur in the Official Records Editing Section for a trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department of Conference Services and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not complete successfully the trial period will be reassigned to posts at their previous level and the special post allowance will be discontinued.

9. The main duties and responsibilities of an editorial assistant are as follows:

(a) To obtain the references needed by the editors and to check the accuracy of texts from sound recordings of speeches;

(b) To prepare tables of contents, check-lists and other prefatory matter for printing;

(c) To type cover pages for printed official records;

(d) To maintain a complete file of relevant documents received and to retire to archives all essential records after the editors have completed their work.

Editorial assistants will be required to use word-processing equipment. Training, if necessary, will be provided.

10. Staff members applying for this examination should complete the attached form and submit it to the following office, not later than 11 May 1990.

Competitive Examination for Chinese Editorial Assistants
General Service Staffing Section
Recruitment and Placement Division
Room DC1-222
United Nations Secretariat
New York, N.Y. 10017

11. A sample examination may be obtained from the Examinations and Tests Section, room S-2575.

APPLICATION

COMPETITIVE EXAMINATION FOR CHINESE EDITORIAL ASSISTANTS 1/
(Print or type)

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office: _____ Duty station: _____

Room No. _____ Extension _____

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

What is your main language? /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 3/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at: Other institution (Name and location)

B. Educational qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Degree or equivalent	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

/...

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS APPLICATION FORM. Applications which are incomplete or do not include essential information or documentation (photocopies of documentation should be submitted) will be returned to the staff member FOR COMPLETION AND RESUBMISSION BEFORE THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications WILL NOT BE GRANTED. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action (P.5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Candidates are reminded that they must submit relevant documentation to substantiate their claims, as appropriate, in accordance with the provisions in paragraph 3 (b) of this circular.

This portion will be returned to you to acknowledge receipt of your application.

1990 COMPETITIVE EXAMINATION FOR CHINESE EDITORIAL ASSISTANTS

The information below will be used as your mailing label. Please print or type legibly.

DATE RECEIVED AT GSS/OHRM

Name _____

Office _____ Room No. _____